

**OREGON COMMUNITY DEVELOPMENT
PROGRAM**

**1987
APPLICANT'S
HANDBOOK**

Approved September 9, 1986

INTERGOVERNMENTAL RELATIONS DIVISION
EXECUTIVE DEPARTMENT

VICTOR ATIYEH
GOVERNOR



OFFICE OF THE GOVERNOR
STATE CAPITOL

SALEM, OREGON 97310
September 26, 1986

Local Government Officials

Oregon's Community Development program is an important source of funding for Oregon communities. In these difficult economic times, the Community Development program helps our hard-pressed cities and counties make ends meet.

It is my pleasure to announce the Intergovernmental Relations Division (IRD) will now begin its fifth year of administering the Community Development Block Grant Program.

Since 1983, 235 Oregon Community Development grants have been awarded. Approximately \$10 million in federal funds will be available in Oregon's program for the 1987 year. The State is most anxious to assist cities and counties in Oregon and has provided matching funds to administer the program.

There are several changes to the 1987 program. These changes were approved by the Community Development Advisory Committee, an appointed body composed of five city and county officials, a representative of business and a representative of low and moderate income people. Those changes are explained in the enclosed Applicant's Handbook. The handbook also includes application forms, a program schedule and dates when the IRD staff will be holding applicant workshops through out the state to assist you.

We understand there are not nearly enough funds to meet the demand, but encourage all applications. If you need assistance preparing applications, or have questions about the program, please call IRD at 378-3732.

Sincerely,

Victor Atiyeh
Governor

VA:lh

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OREGON COMMUNITY DEVELOPMENT
Proposed Work Schedule
1987 CDBG Awards

- | | | |
|-----|---|---------------------|
| 1. | Notice of Intent to Apply for Funds from HUD - Governor's Certification | July 31 |
| 2. | Staff evaluation of program | May 27, 1986 |
| 3. | Committee evaluation of program | June 10, 1986 |
| 4. | Furnish local elected officials and citizens information on amount of funds available and proposed range of CDBG activities | July 18 |
| 5. | Publish statement of proposed activities for public comment | July 18 |
| 6. | Provide time for public comment | July 18 - August 15 |
| 7. | Public Hearings - Salem, Pendleton, Roseburg | August 15 |
| 8. | Advisory Committee reviews program and staff recommendation | September 9 |
| 9. | Staff prepares final Statement/Handbook | September 9 - 25 |
| 10. | Governor reviews 1987 Program | September 11 |

APPLICATION FOR PUBLIC WORKS, HOUSING AND COMMUNITY FACILITIES, AND TECHNICAL ASSISTANCE PROJECTS WILL BE ACCEPTED BY INTERGOVERNMENTAL RELATIONS DIVISION BETWEEN DECEMBER 1 - 12, 1986. APPLICATIONS FOR ECONOMIC DEVELOPMENT AND IMMINENT THREAT WILL BE ACCEPTED YEAR ROUND.

- | | | |
|-----|---|------------------------|
| 11. | Staff mails Applicants Handbook | September 26 |
| 12. | Imminent Threat and Economic Development applications accepted beginning | October 15 |
| 13. | Submit Final Statement to HUD | October 7 |
| 14. | Applicants workshops
Salem, Roseburg, La Grande | October 9 |
| 15. | Applications accepted for PUBLIC WORKS, HOUSING AND COMMUNITY FACILITIES, and TECHNICAL ASSISTANCE GRANTS -
<u>Deadline for Receipt at IRD-December 12 - 5:00 P.M.</u> | December 1 - 12 |
| 16. | Staff review, site visits | December 15-January 17 |
| 17. | CD Advisory Committee reviews staff rating and ranking | February 17 |
| 18. | Governor announces grant awards | February 18 |

ECONOMIC DEVELOPMENT GRANTS

At the time economic development pre-applications are approved, IRD will notify applicants of the time and date of the next finance committee meeting. In any case, final applications are due 30 days prior to the finance committee meeting date.

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O R E G O N

COMMUNITY DEVELOPMENT PROGRAM

Introduction

The national objective of the Community Development Block Grant program is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.

This objective is to be achieved through a program where the projected use of funds gives maximum feasible priority to activities which will benefit low and moderate income families or aid in the prevention or elimination of slums or blight; the projected use of funds may also include activities which the grantee certifies are designated to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs.

The objective of the Oregon Community Development program is to enhance the quality of life in Oregon communities. The Oregon goals are to:

Increase business and employment opportunities;

Conserve the existing housing supply and improve housing conditions;

Improve the availability and adequacy of public facilities; and

Resolve situations which pose a serious and imminent threat to community health or welfare.

To achieve this goal, the Oregon program offers grants to eligible cities and counties in five categories. They are Public Works, Housing and Community Facilities, Economic Development, Imminent Threat and Technical Assistance.

I. DEFINITIONS

Firm Public or Private Commitment

An agreement by a private or public party to take part in a local community development project. The party must demonstrate the capacity to carry out the activity specified in the grant application. The agreement may take the form of a city council or county board resolution, letter from a governmental agency or a letter of credit from a private lending institution.

Leverage

Funds used in conjunction with an OCD grant to increase the amount of the project are considered "leveraged funds." These may include public and private funds, services, materials, labor, or other items related to the project. Leveraged funds may be considered for project match only if they are spent during the project period. Program income may be counted if the intent is to use them for community development purposes. The amount of leverage must be given in dollars.

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IRD:09/16/86

Percent of Funds

<u>Category</u>	<u>Targeted</u>
Public Works	40%
Housing and Community Facilities	28%
Economic Development	28%
Imminent Threat	3%
Technical Assistance	1%
	<u>100%</u>

C. Grant Amount

The maximum amount that may be awarded in a single grant in a single year is \$500,000, except technical assistance grants which are limited to \$7,500. The state may offer an applicant a grant amount less than the amount applied for.

D. Grant Administration

Grantees may use up to 10% of their total grant award for grant administration. For housing rehabilitation programs, the use of grant funds for both grant administration and program operation cannot exceed 20% of the grant award.

Property acquisition for administrative purposes is limited to expendable items totalling \$300.00 or less. Leased or rented equipment must be pre-approved by IRD.

E. Community Development Plan

All applicants are required to submit a community development plan with their application. The plan must address housing and community development needs of the community in general, and specifically address the needs of low and moderate income persons.

To meet this requirement, applicants must certify they have an acknowledged comprehensive plan. In addition, applicants must submit with their application an evaluation of the community development needs of low and moderate income persons, a list of activities that could be undertaken to meet these needs and, where different, a list of other activities that could be undertaken to meet the community's more general community development and housing needs.

There should be consistency from year to year with respect to the identified community development activities.

Cities and counties that do not have acknowledged comprehensive plans must submit an equivalent plan acceptable to IRD (e.g., partially acknowledged comprehensive plans).

2. Counties over 2,500 population may apply for a Technical Assistance grant to study a problem in an area of the county with a population under 2,500.
3. Technical Assistance grants will be available to all eligible cities (under 2,500 population) for downtown development. Grants must be project oriented (i.e., lead to a future "bricks and mortar" project). Appropriate uses might be a market study or pro forma analysis of a specific structure.
4. All technical assistance studies must include a statement that the project was funded by the State of Oregon Executive Department, Intergovernmental Relations Division.

V. APPLICATION PROCEDURES

A. Public Works, Housing and Community Facilities, and Technical Assistance applications:

1. Applications will be assigned to a staff member and reviewed for completeness and threshold criteria. State agencies may be requested to review and comment on applications.
2. An attempt will be made by staff to visit all project sites. The site visit will verify application information and may offer additional evidence for rating projects.
3. Applications will be rated and ranked by the staff.
4. The advisory committee will review the staff rating and ranking. The ranking will be forwarded to the administrator of IRD.
5. The administrator will make a recommendation to the governor for approval.
6. IRD will notify applicants of their funding status approximately 60 days after the closing date for applications. A compliance statement, grant contract, program schedule and budget forms will be sent to each applicant whose project is selected for funding.

B. Imminent Threat applications

1. The application will be assigned to a staff member and reviewed for completeness. State agencies may be requested to review and comment on applications.
2. Applications will be reviewed by staff and a funding recommendation will be made to the Administrator.
3. The Administrator will make the funding decision.

4. Completeness

The application must be complete.

5. Financial Need

The application must show that the project could not be accomplished without the requested grant amount.

6. Additional Resources

The applicant must ensure that additional resources needed to complete the project are available or will be made available. If the latter, then the award of the grant will be conditional.

7. Readiness to Proceed

Projects must be ready to proceed to be accepted for further evaluation. Proposals will not be considered ready to proceed if they involve lengthy start-up time, or if they may be subject to major obstacles due to land use, environmental or legal concerns.

8. Operations and Maintenance

For public facility and community facility construction projects, the applicant must certify that it has or will adopt within the grant period a program for ongoing operation, maintenance and replacement of the system acceptable to IRD.

9. Citizen Participation

Each applicant must hold at least one public hearing on each community development application. This hearing is in addition to the local government budget process. The hearing must be held prior to submittal of the application to IRD, and with enough advance notice to ensure adequate citizen participation. The applicant may hold more hearings if desired. An outline of what must take place at the public hearing is attached in Appendix E. Minutes of the public hearing must accompany the application.

B. Selection Criteria

1. Detailed review of applications will be based on community need and the impact of the project. Points will be assigned depending on how well the selection criteria are met.
2. In assessing need and impact, reviewers will consider the following factors in addition to the impact criteria:
 - a. extent and seriousness of identifiable needs;
 - b. results to be achieved;

b. Solution Statement - 175 points

The applicant provides information about the scope of work necessary to solve the problem, where the work or activity will be performed, who will benefit and how. A clear schedule must be included, as well as information about how the project will be managed and by whom, identifying any impediments to completion. The applicant describes how the solution will be financed and what will happen if Oregon Community Development funds are not made available to fund the proposed solution. Points will be assigned based upon the following:

- i. Project Design and Impact: This is a description of the proposed solution to the identified problem, including all necessary elements, schedule, factors that might affect the completion of the project, the extent to which the applicant is able to control these factors, and how the proposal is the most effective solution to the problem. In addition, there is a description of how thoroughly the proposed project will address the identified problem and of what constraints there are that affects its complete resolution.
0, 10, 20, 30, 40, or 50 points
- ii. Readiness to Proceed: This will include the commitment and availability of matching funds (other agencies and local), the degree to which all land use issues have been resolved (required plan and zone changes, goal exceptions, conditional use permits), status of necessary property acquisition and easements, assurance that no unusual environmental issues will delay the project, etc... The maximum points will be awarded to only those projects which are ready to proceed immediately to construction.
0, 15, 25, 35, 45, or 55 points
- iii. Financial: This is a description of the degree to which the applicant has made efforts to secure other resources besides OCD funding to mitigate the identified problem. The applicant will summarize past and current efforts to secure funding for the project, especially local efforts through bond issues, user fees, other housing grant or loan programs, and other available revenues in the budget. The local tax effort will be carefully evaluated in assessing these points.
0, 10, 20, 30, 40, or 50 points

C. Assignment of Points

Points will be assigned to the need and impact criteria depending on whether the project has maximum, substantial, moderate, minimal, or no benefit.

D. Imminent Threat Grants

Selection in this category will be non-competitive. Qualifying applications will be funded until all the funds in this category are depleted. Selection criteria include all of the following:

1. The seriousness of the threat to the health and welfare of residents as documented by an independent authority, such as the State Health Division or the Department of Environmental Quality.
2. The immediacy of the threat or the degree to which danger is present at the time of application, as documented by an independent authority.
3. The unexpected nature of the threat, or the degree to which the community was unable to plan for the threat because it could not be foreseen.
4. Complete resolution of the threat with project funds.
5. The locality has committed all available or related capital improvement funds to the project and still lacks sufficient funds to meet the urgent need.
6. Readiness to proceed.

VII. PROGRAM INFORMATION

A. Grant Agreements

Grant agreements must be signed by the highest elected official for a city or by a majority of the governing body for a county and returned to IRD within 60 days of award.

B. Length of Project

The length of a project may not exceed two years except for Imminent Threat projects which must be substantially completed within 6 months.

C. Program Income

Program income shall be paid to the State unless the income is applied to continue the activity from which it was derived. Failure to use program income as stated may result in sanctions against the grantee.

G. Unexpended Grant Funds

Any money not used for approved projects must be returned to the state.

H. Recaptured Funds

Recaptured funds are those which are returned to the state through close-out of the grant, termination for cause, or other means. Funds recaptured will be added to the next grant year's total allocation and disbursed through the regular grant award process.

I. Audits

Grantees are responsible for having their projects audited for program and financial compliance. Audits must be performed annually and may coincide with the grantee's normal fiscal year audit cycle. Projects which overlap a grantee's fiscal year shall "rollup" the previous year's grant project. Audits must be conducted in compliance with Oregon Municipal Audit Law (ORS 297.425) or, if exempt, with the federal Office of Management and Budget (OMB) Circular A-128.

Within 15 days of receiving its audit report, the grantee must deliver to IRD a copy of the report. Within 30 days of receipt of the audit report, the grantee will resolve the findings of any audit exceptions or disallowed costs enumerated in the audit report to IRD's satisfaction.

Audits are an eligible cost of the program. Audit costs are limited to \$500.00 per fiscal year and \$1,000.00 per grant (i.e., 2 audits).

J. Appeals

Appeals will be considered as follows:

1. Appeals of local government decisions must be made at the local level.

Copies of the appeal and the findings resolving it must be sent to IRD by the local government within 45 calendar days of the appeal filing. IRD will review the appeal and findings.

2. The IRD Administrator will consider appeals of his funding decisions only when project rating and ranking are at issue. Only the local government has standing to appeal. Appeals must be received by IRD within 30 days from award. An application which would have been funded but for a technical error in ranking will be funded as soon as sufficient OCD funds become available, provided the situation which prompted the application still exists.

Q. Assessments

1. Grantees will not attempt to recover any capital costs of public improvements assisted in whole or part under this program by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (A) funds received under this program are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under Title I; or (B) for the purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, the grantee certifies to the state that it lacks sufficient funds received under this program to comply with the requirements of subparagraph (A);
2. Grants may use OCD funds to pay fees and assessments associated with the construction of a public facility assisted with Title I funds for households occupied by low and moderate income renters provided that:
 - a. The grantee makes a finding that the assistance is necessary to avoid permanent displacement of low and moderate income renters from affordable homes, and
 - b. The grantee certifies that it will ensure that rents are not increased as a result of the improvements for a locally determined period of time. IRD must approve the method of enforcement of this rule.

R. "Pass through" Grants

Grants to a unit of local government which, in turn, pass through all or some of the funds to another entity to undertake CDBG activities in a community other than that which received the grant, cannot be implemented.

VIII. ECONOMIC DEVELOPMENT GRANTS

A. Introduction

This section outlines the process by which local government--in partnership with private business--can benefit from public financing. Oregon is committed to seeing that public dollars are used in the most effective way possible. In order to meet that objective, only those projects will be funded which: 1) will be successful and profitable, 2) meet the national objective of benefitting low and moderate income people through job creation, and 3) meet the needs of the community. This effort requires a public-private partnership. The goal of Oregon's Community Development Program is to further that partnership.

C. Funds Available

1. For 1987, 28% of the federal community development allocation for Oregon is targeted for economic development. Targeted funds do not obligate IRD to commit this amount of money. If there are unused funds at the end of the grant year they will be added to the next year's general allocation. Economic Development funds recaptured during this grant year will be made available for additional economic development grants.
2. An individual grantee may not receive more than \$500,000 in the economic development category. Funds are released to the grantee which in turn loans the money to a business. If the grantee successfully competes for additional community development grants, the total amount of grant dollars received by a grantee in a given year may be greater.

D. Funding Cycle

1. Economic development applications may be made year round. IRD will review them on a first-come, first-served basis. By not restricting applications to a specific application period, communities will be able to respond to actual business cycles. Although funds may run out before the end of the grant year, local jurisdictions are well advised to prepare a complete and careful application. Rushing an application when business prospects are less than secure greatly lessens the chance of funding.
2. Applications will not be funded on a competitive basis. Each project will be individually reviewed; if it meets the standards established in this handbook, it will be recommended for funding. The date on which the complete final application (not the pre-application) is received determines the order of review and funding (if approved).

E. Types of Economic Development Grants

1. Funds are available for a wide variety of activities. The following list is not exhaustive, but it covers the major types of projects which are fundable:
 - a. manufacturing or other industrial production
 - b. convention facilities, trade centers and tourist-related facilities such as restaurants, hotels and motels.
 - c. other activities which represent new technology or types of economic enterprises which meet community development needs and which diversify the economic base of an area.
 - d. sewer, water, or other utilities necessary for business development.
2. The primary type of grant will enable grantees to make loans to businesses for expansion. There will be no direct grants to businesses. Loans will generally be used for the purchase of fixed assets. Activities are generally in the following areas:

F. Conditions

1. It is the responsibility of the applicant to demonstrate that the business is in need of community development funds in order to complete the project. The applicant is encouraged to work with IRD staff to see that the development could not proceed but for an infusion of public dollars.
2. Loan term and interest rates are to be determined by the applicant in consultation with the business, but the term can not exceed 15 years and the interest rate cannot be less than 5 percent per annum.
3. The grant funds must be matched at two private dollars, to one community development dollar (including administration). Matched funds should take the form of actual business expenditures or encumbrances used specifically for improvements, expansion or development during the grant period. Equity cannot account for all the private funds. All loans must be fully secured before funds can be released.
4. The local government assumes full responsibility for the loan funds. In the event of default or failure to meet an OCD contractual obligation during the grant period, the grantee may be required to repay all grant funds to IRD. Collateral agreements should put the grantee in the best position possible on its investment to ensure the ability to repay the state in the event of default or failure to meet a national objective during the grant period. The local government is strongly encouraged to work with other lenders to secure OCD funds and assure repayment of the loan.
5. The cost-per-job cannot exceed \$12,000 of community development funds, although \$10,000 per job is preferable and a target of the Finance Committee. Employment projections must show who is to be employed and in which position. Job quotas must be filled within the grant period.
6. The local jurisdiction may use up to 10 percent of the total grant amount for grant administration. Only actual costs incurred in administering the grant are eligible.
7. The applicant must document primary benefit (51%) to low and moderate income people as a result of the project. Examples of accepted documentation include formal commitments to hire local unemployed workers and other low income residents. The documentation must be endorsed by the applicant and the business hoping to receive the loan.

Applicants must describe the procedures they will use to document job creation and low income benefit requirements. Applicants are strongly encouraged to develop agreements among the jurisdiction, the business and their local private industry council. The private industry councils have detailed

H. Application Procedure

Eligible cities and counties may apply for economic development funds beginning October 15, 1986. Grant awards are subject to availability of funds. Applications will be accepted at any time thereafter until all economic development funds are committed.

1. Pre-Application

To apply, the jurisdiction must first submit a pre-application. The pre-application does not determine funding priority. IRD will provide technical assistance to help make pre-applications successful. The purpose of the pre-application is to determine which projects may be suitable for funding. The pre-application requires:

- a. information summarizing the project;
- b. the number and nature of the jobs;
- c. the project cost and the amount of other dollars being brought to the project;
- d. interest rate and term;
- e. cost per job;
- f. preliminary commitment of private funds;
- g. specific uses of all funds;
- h. current financial and/or profit & loss statements.

IRD will respond to pre-applications within two weeks. If the pre-application is accepted, the applicant is invited to submit a final application. Copies of all forms are in this handbook.

IRD strongly encourages applicants to work with their local private industry council on economic development projects. These agencies can save the business and the applicant time and money if the application is approved. An information letter will be sent to the local private industry council by IRD telling them about the proposed projects. A list of private industry council administrators is in Appendix K of this handbook.

2. Final Application

Final applications are solicited only from those projects which are likely to be funded. Final applications received without invitation will not be accepted. IRD requires detailed information from the business with particular emphasis on the feasibility of the project and the strength of the business in terms of reasonable prospects of repayment.

The review period for the final application is approximately six weeks. Any incomplete applications, or applications requiring amendments, must meet those conditions within the first three weeks after the application is reviewed. An IRD project manager will work with the city or county to ensure that the project is indeed ready to proceed and that the application accurately reflects the needs of the project.

6. Aging of accounts receivable, accounts payable, and taxes payable are required.
7. List of customers who account for more than 20% of sales revenue; indicate percentage of sales.
8. Projected balance sheet and income statement projections for the next two years. If the project is a startup, provide a monthly cash flow projection for two years.
9. Description, if any, of: lease commitments; related party transactions; or other significant accounting policies.
10. Marketing plan which identifies prospective customers or markets.

This information will be carefully reviewed and will help determine whether there are reasonable prospects for repayment.

J. Economic Development Checklist

This checklist covers the major questions the applicant must answer if the pre-application is to be considered. Questions 1-11 are immediately applicable. Questions 12-15 do not need to be answered in the pre-application, but the applicant should know that they will have to be satisfactorily resolved prior to funding consideration.

1. Is there a clear and concise summary of the project?
2. Is the request for \$500,000 or less? If this is the jurisdiction's second Economic Development application, is the total less than \$500,000?
3. Are there at least two private industry dollars for every community development dollar?
4. Is the loan term for 15 years or less?
5. Is the interest rate at least 5% per annum
6. Are the activities eligible?
7. Is the community development cost per job less than \$12,000?
8. Will job quotas be filled within the grant period?

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OREGON STATE - SLUMS AND BLIGHT

457.010 Definitions. As used in this chapter, unless the context requires otherwise:

- (1) "Blighted areas" means areas which, by reason of deterioration, faulty planning, inadequate or improper facilities, deleterious land use or the existence of unsafe structures, or any combination of these factors, are detrimental to the safety, health or welfare of the community. A blighted area is characterized by the existence of one or more of the following conditions:
 - (a) The existence of building and structures, used or intended to be used for living, commercial, industrial or other purposes, or any combination of those uses, which are unfit or unsafe to occupy for those purposes because of any one or a combination of the following conditions:
 - (A) Defective design and quality of physical construction;
 - (B) Faulty interior arrangement and exterior spacing;
 - (C) Overcrowding and a high density population;
 - (D) Inadequate provision for ventilation, light, sanitation, open spaces and recreation facilities; or
 - (E) Obsolescence, deterioration, dilapidation, mixed character or shifting of uses.
 - (b) An economic dislocation, deterioration or disuse of property resulting from faulty planning;
 - (c) The division or subdivision and sale of property or lots of irregular form and shape and inadequate size or dimensions for property usefulness and development.
 - (d) The laying out of property or lots in disregard of contours, drainage and other physical characteristics of the terrain and surrounding conditions.
 - (e) The existence of inadequate streets and other rights-of-way, open spaces and utilities;
 - (f) The existence of property or lots or other areas which are subject to inundation by water;

HOUSING STANDARDS GUIDELINES

The following guidelines are taken from the HUD Section 8 Housing Quality Standard (24 CFR 882.109).

A. SANITARY FACILITIES

1. Performance Requirements. The dwelling unit shall include its own sanitary facilities which are in proper operating condition, can be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
2. Acceptability Criteria. A flush toilet in a separate, private room, a fixed basin with hot and cold running water, and a shower or tub with hot and cold running water shall be present in the dwelling unit, all in proper operating condition. These facilities shall utilize an approved public or private disposal system.

B. FOOD PREPARATION AND REFUSE DISPOSAL

1. Performance Requirement. The dwelling unit shall contain suitable space and equipment to store, prepare, and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary (e.g., garbage cans).
2. Acceptability Criteria. The unit shall contain the following equipment in proper operating condition: cooking stove or range and a refrigerator of appropriate size for the unit, supplied by either the Owner or the Family, and kitchen sink with hot and cold running water. The sink shall drain into an approved public or private system. Adequate space for the storage, preparation and serving of food shall be provided.

C. SPACE AND SECURITY

1. Performance Requirement. The dwelling unit shall afford the Family adequate space and security.
2. Acceptability Criteria. A living room, kitchen area, and bathroom shall be present; and the dwelling unit shall contain at least one sleeping or living/sleeping room of appropriate size for each two persons. Exterior doors and windows accessible from outside the unit shall be lockable.

D. THERMAL ENVIRONMENT

1. Performance Requirement. The dwelling shall have and be capable of maintaining a thermal environment healthy for the human body.

H. WATER SUPPLY

1. Performance Requirement. The water supply shall be free from contamination.
2. Acceptability Criteria. The unit shall be served by an approved public or private sanitary water supply.

I. LEAD BASED PAINT

1. Performance Requirement. The dwelling unit shall be in compliance with HUD Lead Based Paint regulations, 24 CFR, Part 35, issued pursuant to the Lead Based Paint Poisoning Prevention Act, 42 U.S.C. 4801, and the Owner shall provide a certification that the dwelling is in accordance with such HUD regulations.

If the property was constructed prior to 1950, the Family upon occupancy shall have been furnished the notice required by HUD Lead Based Paint Regulations and Procedures regarding the hazards of lead based paint poisoning, the symptoms and treatment of lead poisoning and the precaution to be taken against lead poisoning.

2. Acceptability Criteria. Same as performance requirement.

J. ACCESS

1. Performance Requirement. The dwelling unit shall be useable and capable of being maintained without unauthorized use of other private properties, and the building shall provide an alternate means of egress in case of fire.
2. Acceptability Criteria. The dwelling unit shall be useable and capable of being maintained without unauthorized use of other private properties. The building shall provide an alternate means of egress in case of fire (such as fire stairs or egress through windows).

K. SITE AND NEIGHBORHOOD

1. Performance Requirement. The site and neighborhood shall be reasonably free from disturbing noises and reverberations and other hazards to the health, safety, and general welfare of the occupants.
2. Acceptability Criteria. The site and neighborhood shall not be subject to serious adverse environmental conditions, natural or manmade, such as dangerous walks, steps, instability, flooding, poor drainage, septic tank back-ups, sewage hazards or mudslides; abnormal air pollution, smoke or dust; excessive noise, vibration or vehicular traffic; excessive accumulations of trash; vermin or rodent infestation; or fire hazards.

grab bars to toilets, showers and/or bathtubs; shower seats; and adequate space for movement.

2. The unit shall contain suitable space to store, prepare and serve foods in a sanitary manner. A cooking stove or range, a refrigerator(s) of appropriate size and in sufficient quantity for the number of occupants, and a kitchen sink with hot and cold running water shall be present in proper operating condition. The sink shall drain into approved private or public system. Adequate space for the storage, preparation and serving of food shall be provided. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary (e.g., garbage cans).
3. The dwelling unit shall afford the Family adequate space and security. A living room, kitchen, dining area, bathroom, and other appropriate social and/or recreational community space shall be within the unit and the dwelling unit shall contain at least one sleeping room of appropriate size for each two persons. Exterior doors and windows accessible from outside each unit shall be capable of being locked. An emergency exit plan shall be developed and occupants shall be apprised of the details of the plan. Regular fire inspections shall be conducted by appropriate local officials. Readily accessible first aid supplies and fire extinguishers shall be provided throughout the unit, smoke detectors shall be provided and emergency phone numbers (police, ambulance, fire department, etc.) shall be available at every phone and individual copies shall be provided to each occupant. All emergency and safety features and procedures shall meet applicable state and local standards.
4. The unit shall be structurally sound so as not to pose any threat to the health and safety of occupants and so as to protect the occupants from the environment. Ceilings, walls and floors shall not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling or noticeable movement under walking stress, missing parts or other serious damage. The roof structure shall be firm and the roof shall be weathertight. The exterior wall structure and exterior wall surface shall not have any serious defects such as serious leaning, buckling, sagging, cracks or holes, loose siding, or other serious damage. The condition and equipment of interior and exterior stairways, halls porches, walkways, etc., shall be such as not to present a danger of tripping or falling. Elevators shall be maintained in safe and operating condition. Units

person(s) providing continual supportive services, shall be initially determined by the Service Agency in accordance with the standards established by the state. Compliance with these standards by the Service Agency shall be regularly monitored throughout the term of the Contract by the PHA and the state (e.g., Department of Human Resources, Mental Health, Mental Retardation, Social Services, etc.) or a local authority (other than the Service Agency providing services) designated by the state to establish, maintain and enforce such standards.

- c. A written Service Agreement(s), approved by the state and in effect between the owner and the Service Agency and/or the entities which provide the necessary supportive service, shall be submitted to the PHA with the request for Lease Approval. The Lease between the eligible individual and the Owner shall set forth the Owner's obligation for and means of providing these services. If the lessor provides the supportive services, a Service Agreement is not required and the provision of these services shall be incorporated in the Lease and shall be approved by the state.

7. State Approval. Independent Group Residences shall be licensed, certified or otherwise approved in writing by the state (e.g., Department of Human Resources, Mental Health, Retardation, Social Services, etc.) prior to the execution of the initial Contract. This approval shall be re-examined periodically based on a schedule established by the state.

To insure that facilities and the supportive services are appropriate to the needs of the occupants, the state shall also approve the written Service Agreement(s) (or Lease, if the provider of services is the lessor) for each Independent Group Residence.

0. MOBILE HOME

1. Performance Requirement. A Mobile Home unit, whether owner or renter occupied, shall comply with the foregoing standards

ELIGIBLE APPLICANTS

Cities

Adair Village
Adams
Adrian
Albany
Amity
Antelope
Arlington
Ashland
Astoria
Athena
Aumsville
Aurora
Baker
Bandon
Bay City
Bend
Boardman
Bonanza
Brookings
Brownsville
Burns
Butte Falls
Cannon Beach
Canyon City
Canyonville
Carlton
Cascade Locks
Cave Junction
Central Point
Chiloquin
Clatskanie
Coburg
Columbia City
Condon
Coos Bay
Coquille
Corvallis
Cottage Grove
Cove
Creswell
Culver
Dallas
Dayton
Dayville
Depoe Bay

Detroit
Donald
Drain
Dufur
Dundee
Dunes City
Eagle Point
Eastside
Echo
Elgin
Elkton
Enterprise
Falls City
Florence
Fossil
Garibaldi
Gates
Gearhart
Gervais
Glendale
Gold Beach
Gold Hill
Granite
Grants Pass
Grass Valley
Greenhorn
Haines
Halfway
Halsey
Hammond
Harrisburg
Helix
Heppner
Hermiston
Hines
Hood River
Hubbard
Huntington
Idanha
Imbler
Independence
Ione
Irrigon
Island City
Jacksonville

Jefferson
John Day
Jordan Valley
Joseph
Junction City
Keizer
Klamath Falls
La Grande
Lafayette
Lakeside
Lakeview
Lebanon
Lexington
Lincoln City
Lonerock
Long Creek
Lostine
Lowell
Lyons
Madras
Malin
Manzanita
Maupin
McMinnville
Merrill
Metolius
Mill City
Millersburg
Milton-Freewater
Mitchell
Monmouth
Monroe
Monument
Moro
Mosier
Mt. Angel
Mt. Vernon
Myrtle Creek
Myrtle Point
Nehalem
Newberg
Newport
North Bend
North Powder
Nyssa

DH:lh:0205M
IRD:09/11/86

SUMMARY OF ELIGIBLE AND INELIGIBLE ACTIVITIES

I. Eligible Activities

Activities assisted under this program may include only:

(1) the acquisition of real property (including air rights, water rights, and other interest therein) which is (A) blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth; (B) appropriate for rehabilitation or conservation activities; (C) appropriate for the preservation or restoration of historic sites, the beautification of urban land, the conservation of open spaces, natural resources, and scenic areas, the provision of recreational opportunities, or the guidance of urban development; (D) to be used for the provision of public works, facilities, and improvements eligible for assistance under this title; or (E) to be used for other public purposes;

(2) the acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements;

(3) code enforcement in deteriorated or deteriorating areas in which such enforcement, together with public improvements and services to be provided, may be expected to arrest the decline of the area;

(4) clearance, demolition, removal, and rehabilitation (including rehabilitation which promotes energy efficiency) of buildings and improvements (including interim assistance, and financing public or private acquisition for rehabilitation, and rehabilitation of privately owned properties and including the renovation of closed school buildings);

(5) special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons;

(6) payments to housing owners for losses of rental income incurred in holding for temporary periods housing units to be utilized for the relocation of individuals and families displaced by activities under this program;

(7) disposition (through sale, lease, donation, or otherwise) of any real property acquired pursuant to this program or its retention for public purposes;

(8) provisions of public services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare or recreation needs, if such services have not been provided by the unit of general local government (through funds raised by such unit, or received by such unit from the State in which it is located) during any part of the twelve-month period immediately preceding the date of submission of the statement with respect to which funds are to be made available under this program, and which are to be used for such services, unless the Administrator finds that the discontinuation of such services was the result of events not within the control of the unit of general local government, except that not more than 15 per centum of the amount of any assistance to a unit of general local government under this title may be used for activities under this paragraph "unless such unit of general local government used more than 15 percent of the assistance received under this title for fiscal year 1983

(A) a description of energy use and projected demand by sector, by fuel type, and by geographic area;

(B) an analysis of the options available to the community to conserve scarce fuels and encourage use of renewable energy resources;

(C) an analysis of the manner in, and the extent to which the community's neighborhood revitalization, housing, and economic development strategies will support its energy conservation strategy;

(D) an analysis of the manner in, and the extent to, which energy conservation objectives will be integrated into local government operations, purchasing and service delivery, capital improvements budgeting, land use planning and zoning, and traffic control parking, and public transportation function;

(E) a statement of the actions the community will take to foster energy conservation and the use of renewable energy resources in the private sector, including the enactment and enforcement of local codes and ordinances to encourage or mandate energy conservation or use of renewable energy resources, financial and other assistance to be provided (principally for the benefit of low-and moderate-income persons) to make energy conserving improvements to residential structures, and any other proposed energy conservation activities;

(F) appropriate provisions for energy emergencies;

(G) identification of the local governmental unit responsible for administering the energy use strategy;

(H) provision of a schedule for implementation of each element in the strategy; and

(I) a projection of the savings in scarce fossil fuel consumption and the development and use of renewable energy resources that will result from implementation of the energy use strategy;

(17) provision of assistance to private, for-profit entities, when the assistance is necessary or appropriate to carry out an economic development project, and

(18) the rehabilitation or development of housing assisted under section 17 of the United States Housing Act of 1937.

In any case in which an assisted activity described in paragraph (14) or (17) of subsection (a) is identified as principally benefitting persons of low and moderate income; such activity shall:

(A) be carried out in a neighborhood consisting predominately of persons of low and moderate income and provide services for such persons; or

(B) involve facilities designed for use predominately by persons of low and moderate income; or

(C) involve employment of persons, a majority of whom are persons of low and moderate income.

(19) administrative costs for a Rental Rehabilitation Program authorized under 24 CFR Part 511.

Source: Code of Federal Regulations (CFR) Title 24-Housing and Urban Development, Part 570.201 through 570.206.

1. Maintenance and repair of streets, parks, playgrounds, water and sewer facilities, neighborhood facilities, senior centers, centers for the handicapped, parking and similar public facilities;
2. Payments of salaries for staff, utility costs, and similar expenses necessary for the operation of public works and facilities;
3. Expenses associated with the provision of any public service which is not eligible for assistance.

D. General Government Expenses

Expenses required to carry out the regular responsibilities of the unit of general local government are not eligible.

E. Political Activities

No expenditure may be made for: the use of equipment or premises for political purposes; sponsoring or conducting candidates' meetings, engaging in voter registration activity or transportation; or other partisan political activities.

F. New Housing Construction

Assistance may not be used for the construction of a new permanent residential structure or for any program to subsidize or finance such new construction. Activities in support of the development of low or moderate income housing including clearance, site assemblage, provision of public improvements, and certain housing preconstruction costs are not considered as subsidizing or financing new residential construction.

G. Income Payments

The general rule is that assistance may not be used for income payments for housing or any other purpose. Examples of ineligible income payments include payments for income maintenance, housing allowances, down payments, and mortgage subsidies for the purchase of a house.

Source: 24 CFR 570.207.

Citizen Participation

In order to permit public examination and appraisal of CD activities, to enhance the public accountability of applicants and grantees, and to facilitate the coordination of activities with difference levels of government, the applicant shall, in a timely manner:

(A) furnish citizens information concerning the amount of funds available for proposed community development and housing activities;

(B) furnish the range of activities that may be undertaken;

(C) furnish the estimated amount proposed to be used for activities that will benefit persons of low and moderate income;

(D) furnish plans of the applicant for minimizing displacement of persons as a result of activities assisted with such funds and to assist persons actually displaced as a result of such activities;

(E) publish a proposed statement in such a manner to afford affected citizens an opportunity to examine its content and to submit comments on the proposed statement and on the community development performance of the applicant;

(F) hold one or more public hearings to obtain the views of citizens on community development and housing needs. In preparing the final application, the applicant shall consider any such comments and views and may, if deemed appropriate by the applicant, modify the proposed application. The final application shall be made available to the public;

(G) provide citizens with reasonable access to records regarding the past use of CD funds; and

(H) provide citizens with reasonable notice of, and opportunity to comment on, any substantial change proposed to be made in the use of funds received, from one eligible activity to another.

Source: 24 CFR 570.431 Citizen Participation Requirements

STATE OF OREGON
COMMUNITY DEVELOPMENT GRANT PROGRAM
GRANT AGREEMENT

This Grant Agreement is made and entered into by and between the State of Oregon ("State") and the [city/county] of _____ ("Grantee"). The reference of this grant is _____.

The grant is subject to the regulations of the Department of Housing and Urban Development, 24 CFR Part 570, Subpart I (1986) and 24 CFR Part 58 (1986), the Housing and Urban-Rural Recovery Act of 1983 (September 23, 1983), and rules established by the State of Oregon, Intergovernmental Relations Division, Oregon Administrative Rules Chapter 120 division 21, as may be amended from time to time by the Department of Housing and Urban Development or at the discretion of State, as the case may be.

1. Incorporated herein as part of this Grant Agreement are:
 - A. Notice of Grant Award, including project period for completion, attached as Exhibit "A".
 - B. Special Conditions of Award, attached as Exhibit "B".
 - C. Grantee Certifications of Compliance with state and federal laws and regulations, attached as Exhibit "C".
 - D. Approved project budget showing breakdown of sources of funds, attached as Exhibit "D". This exhibit supercedes the project budget submitted in the grant application.
 - E. Application, as submitted by the grantee on or before _____, and any clarifications made thereafter, attached as Exhibit "E." Any changes to the application made by the State between the time of application and award are noted in Exhibit "B" to this Agreement.
2. In reliance upon the application and Certifications of the Grantee, the State agrees, upon execution of the Grant Agreement, to provide the Grantee funds in the amount of \$_____, the use of which shall be expressly limited to the activities described in the Grantee's application (Exhibit "E"). The use of these funds shall also be subject to the attached conditions, if any.
3. The obligation or expenditure of funds by the Grantee for the approved activities described in this agreement is prohibited without the further express written authorization of the State, except that such funds may be obligated or expended by the Grantee for activities that are exempt as specified in 24 CFR Part 58.34, (47 Federal Regulation 15755 [April 12, 1983]), provided that each exempt activity or project meets the conditions specified for such exemption under the cited section.
4. The Grantee further agrees to comply or cause its agents to comply with all applicable state and federal laws and regulations in administering and distributing the funds provided under this Grant Agreement, particularly those cited in the attached Certifications (Exhibit C).

This Grant Agreement is hereby executed by the Parties, on the dates set forth below:

STATE OF OREGON

Intergovernmental Relations Division.

(Grantee)

BY: _____
(Signature)

Robert L. Montgomery, Administrator
Intergovernmental Relations Division

By: _____
(Signature)

(Title)

(Date)

(Date)

7. The Grantee certifies that "OCD funds were necessary to ensure the creation of jobs. Without public funds, the business did not have the financial resources to proceed in a timely manner."
8. The following state goals apply to this grant project (check one or more):
 - ☐ Increases the number of family wage jobs,
 - ☐ Promotes economic recovery in small communities heavily dependent on a single industry,
 - ☐ Emphasizes development in an underdeveloped rural area,
 - ☐ Supports the development of small businesses, and/or minority and women-owned businesses,
 - ☐ Assists businesses selling goods and services in markets for which national or international competition exists.
9. The Grantee will adhere to the income guidelines for the hiring or retention of low and moderate income persons (see Exhibit F).
10. The Grantee will establish an approved city revolving loan fund. The Grantee also certifies that at least one new loan be made from the loan fund within five years of the award date of this grant.
11. The Grantee will include a "Due on Sale" clause in the city/business loan documents.

Exhibit "B" of Grant Agreement (Economic Development)

YA:lh:0315C
IRD:09/15/86

SPECIAL CONDITIONS OF AWARD

HOUSING REHABILITATION GRANTS

1. The grantee shall insert a clause acknowledging the participation of OCD funding in all documents prepared with the assistance of grant funds (e.g. program manuals, bid documents, etc.).
2. If the grantee displays a sign in front of houses being repaired with OCD funds, the sign shall contain a reference to the OCD Grant Program.

Exhibit "B" of Grant Agreement (Housing Rehabilitation)

YA:lh:0315C
IRD:09/15/86

SPECIAL CONDITIONS OF AWARD

IMMINENT THREAT GRANTS

Other special conditions pertinent to this grant:

1. The grantee shall provide that a clause acknowledging the participation of OCD funding is printed in all documents prepared with the assistance of grant funds (e.g., engineers reports, bid documents, service manuals, etc.).
2. The grantee shall place a sign that notifies the public of the involvement of OCD funds in the project in a clearly visible location on or near the construction site.
3. The grantee shall obtain as-built drawings for improvements made to public facilities.

Exhibit "B" of Grant Agreement (Imminent Threat)

YA:lh:0315C

IRD:09/15/86

Exhibit C

GRANTEES CERTIFICATIONS OF COMPLIANCE
WITH STATE AND FEDERAL LAWS AND REGULATIONS

Funds for the Oregon Community Development Program are provided through a grant to the State from the U.S. Department of Housing and Urban Development, under Title I of the Housing and Community Development Act of 1974 as amended. These funds are subject to various federal statutes and regulations as well as state laws and administrative rules.

- A. The Grantee hereby assures and certifies that it has complied with all relevant federal and state regulations, policies, guidelines and requirements with respect to the application for an acceptance and use of Oregon Community Development Grant funds. Also, the Grantee certifies compliance with the following pre-award conditions.
1. The Grantee possesses legal authority to apply for the grant, and to execute the proposed program.
 2. The Grantee's governing body has duly authorized the filing of the application, including all understandings and assurances contained therein, and directed and authorized the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required. The official representative has sufficient authority to make all certifications on behalf of the unit of government.
 3. The Grantee has:
 - (a) furnished citizens or, as appropriate, units of general local government, information concerning: 1. the amount of funds available for proposed community development and housing activities and the range of activities that may be undertaken, 2. the estimated amount of funds proposed to be used for activities that will benefit persons of low and moderate income, 3. the plans of the Grantee for minimizing displacement of persons as a result of activities assisted with such funds, and 4. the plans to assist persons actually displaced as a result of such activities;
 - (b) published a statement of intent to apply for grant funds in such manner to afford citizens or, as appropriate, units of general local government, an opportunity to examine its content and to submit comments on the statement and on the community development performance of the Grantee;
 - (c) held one or more public hearings to obtain the views of citizens on community development and housing needs; and
 - (d) provided reasonable access to records to the public.

improvements unless; (a) Title I funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than Title I funds; or (b) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, the grantee certifies that it lacks sufficient Title I funds to comply with the requirements of clause (A).

4. The Grantee's chief executive officer (or other officer of the Grantee approved by the State):
 - (a) Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of federal law which further the purposes of NEPA, as specified at 24 CFR Part 58.
 - (b) Is authorized and consents on behalf of the applicant and himself/herself to accept the jurisdiction of the federal courts for the purpose of enforcement of his/her responsibility as such an official.
5. The Grantee will conduct and administer the grant program in compliance with the following requirements:
 - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and the regulations issued pursuant thereto (24 CFR Part 1) which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits.

- (g) The Age Discrimination Act of 1975 (42 USC 6101 et seq) which prohibits discrimination on the basis of age.
 - (h) Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) which prohibits discrimination with respect to an otherwise qualified handicapped individual.
 - (i) The relocation requirement of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and the implementing regulations at 24 CFR Part 42.
 - (j) The labor standards requirements as set forth in Section 110 of the Housing and Community Development Act of 1974 as amended, including but not limited to the Davis-Bacon Act, as amended (40 USC 276a-276a5), and the Contract Work Hours and Safety Standards Act (40 USC 327 et seq).
 - (k) The requirements imposed by the State concerning special requirements of law, program requirements, and other grant administration requirements, approved in accordance with OMB Circular A-102, Revised, and A-87 as they relate to the acceptance and use of funds provided under this Grant Agreement and as modified by the State.
6. No member, officer, or employee of the Grantee, or its designee or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under the grant, and that it shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this covenant.

The Grantee shall also establish safeguards to prohibit employees from using their position for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

7. The Grantee will comply with the provisions of the Hatch Act which limits the political activity of employees.

COASTAL ZONE MANAGEMENT

- (i) Coastal Zone Management Act of 1972 (P.L. 92-583) as amended by the Coastal Zone Management Act Amendments of 1976 (P.L. 94-370, 16 U.S.C. 1451 et seq.).
- (j) Coastal Barriers Resources Act of 1982 (P.L. 97-348).
- (k) 15 CFR Part 930, Federal Consistency with Approved Coastal Zone Management, Subpart C; Subpart F.

WATER QUALITY AND RESOURCES

- (l) The Safe Drinking Water Act of 1974 (P.L. 93-523) as amended by the Safe Drinking Water Amendments of 1977 (P.O. 95-190, 42 U.S.C. 201, 300f et seq. 7401 et seq.) and by further amendments in 1979 (P.L. 97-163).

WILDLIFE

- (m) The Fish and Wildlife Coordination Act of 1958 (P.L. 85-624) as amended by the Act of 1965 P.L. 89/72, 16 U.S.C. 661-666(c).

ENDANGERED SPECIES

- (n) The Endangered Species Act of 1973 (P.L. 93-205, 16 U.S.C. 1531); as amended by the Endangered Species Amendment Act of 1978 (P.L. 95-632, 16 U.S.C. 1536).
- (o) 50 CFR Part 402, Interagency Cooperation Regulations.

WILD AND SCENIC RIVERS

- (p) The Wild and Scenic Rivers Act of 1968 (P.L. 90-542, 16 U.S.C. 1271 et seq.) as amended by P.L. 92-560 in 1972; P.L. 92-279 in 1974; P.L. 93-621 and P.L. 94-199 in 1975; P.L. 94-273 and P.L. 94-486 in 1976; P.L. 95-625 in 1978; and P.L. 97/87 of 1979.

NOISE

- (q) 24 CFR 51, Environmental Criteria and Standards; Subpart B, Noise Abatement and Control (44 FR 40860-40866, July 12, 1979).

NAVIGABLE WATERS

- (r) The Federal Water Pollution Control Act Amendments of 1972 (P.L. 92-500) as amended by the Clean Water Act of 1977 (P.L. 95-217, 33 U.S.C. 1251 et seq.).

This information is being requested because _____ has received a government loan. Your answers will be treated confidentially, and will not affect a hiring decision.

Name _____

Address _____

1. Were you unemployed at the time you applied for this job?

- () Yes
() No
() Other (please explain)

2. Check the appropriate answer regarding your family's total annual income from all sources at the time you applied for your job at _____. Was it less than or more than the amounts shown below?

	Less Than	More Than
Single individual - \$	()	()
Family of 2 - \$	()	()
Family of 3 - \$	()	()
Family of 4 - \$	()	()
Family of 5 - \$	()	()
Family of 6 - \$	()	()
Family of 7 - \$	()	()
Family of 8 or more - \$	()	()

3. Were you hired through a job training program of the _____?

- () Yes Which program? _____
() No

4. Please indicate your racial group:

- () White () Hispanic
() Black () Asian or Pacific Islander
() Native American () Other (specify) _____



EXECUTIVE ORDER NO. EO - 83 - 6

Appendix G

GOVERNOR'S COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

There is need to review the staff rating and ranking of applications for funding under the Oregon Community Development program, examine whether the program best addresses community development needs in Oregon, and recommend changes where necessary in the rating and ranking of applications or in program policies.

1. There is created a Governor's Community Development Advisory Committee. The committee will examine whether the criteria have been applied to the applications in a reasonable manner and in keeping with the purposes of the program. Based on its review, the committee shall report to the Governor through the Administrator of the Intergovernmental Relations Division whether:

a. The criteria have been reasonably applied and the applications should be funded in the rank order suggested by the staff; or

b. The criteria have been reasonably applied, but for other overriding reasons the rank order of applications suggested by the staff should be changed. In this case, the committee shall document its reasons, since the state is under agreement with the Federal Government to fund applications using the program criteria; or

c. The criteria have not been reasonably applied in some cases and the applications should be funded in the rank order suggested by the committee. The committee shall document its reasons, since the state is under agreement with the Federal Government to fund applications using the program criteria.

2. The committee shall review the program's objectives, criteria, funding patterns, and other policy matters. Program staff shall provide the committee with an analysis of funding patterns and policy issues which have been developed over the course of the program. Based on its own knowledge and review of staff material, the committee shall report and make recommendations to the Governor on the following matters:

a. Whether funding patterns reflect program purpose and objectives over time.

b. Whether the purpose and objectives should be changed to keep pace with changing conditions, and how this should be done.

LOW AND MODERATE INCOME LIMITS

The U.S. Department of Housing and Urban Development (HUD) accepts that beneficiaries of Title I grants can be considered low and moderate income if the income of the beneficiary would qualify under the lower income guideline established by the attached HUD Section 8 existing income guidelines when calculating low and moderate income beneficiaries for projects with area-wide benefit, use the following standards.

For single person households and households comprised of unrelated individuals, the standard is the one person lower income limit established by HUD for the beneficiaries' county of residence. For family households, i.e., households comprised of two or more related individuals, the standard is the four person lower income limit by HUD for the beneficiaries' county of residence.

When determining eligibility for programs offering selective benefits, e.g., housing rehabilitation loans, economic development project job recipients, use the HUD income limit that corresponds with the income for the household size of the person applying for the benefit.

IRD has a special print out from the 1980 census that provides the percentage of low and moderate income residents for all cities, block groups and enumeration districts. If you need this information, contact the IRD project manager for your area at 378-3732.

STATE: OREGON
PREPARED: 10-1-85

COUNTY	P R O G R A M	-----I N C O M E L I M I T S-----							
		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
DOUGLAS	LOWER INCOME VERY LOW INCOME	13250 8250	15100 9450	17000 10600	18900 11800	20100 12750	21250 13700	22450 14650	23650 15600
GILLIAM	LOWER INCOME VERY LOW INCOME	13000 8100	14850 9300	16700 10450	18550 11600	19700 12550	20850 13450	22050 14400	23200 15300
GRANT	LOWER INCOME VERY LOW INCOME	12900 8050	14700 9200	16550 10350	18400 11500	19550 12400	20700 13350	21850 14250	23000 15200
HARNEY	LOWER INCOME VERY LOW INCOME	13900 8700	15900 9900	17850 11150	19850 12400	21100 13400	22350 14400	23550 15400	24800 16350
HOOD RIVER	LOWER INCOME VERY LOW INCOME	14200 8850	16200 10100	18200 11400	20250 12650	21500 13650	22800 14650	24050 15700	25300 16700
JEFFERSON	LOWER INCOME VERY LOW INCOME	12400 8250	14150 9450	15950 10600	17700 11800	18800 12750	19900 13700	21000 14650	22150 15600
JOSEPHINE	LOWER INCOME VERY LOW INCOME	10700 8250	12250 9450	13750 10600	15300 11800	16250 12750	17200 13700	18150 14650	19150 15600
KLAMATH	LOWER INCOME VERY LOW INCOME	13000 8100	14850 9300	16700 10450	18550 11600	19700 12550	20850 13450	22050 14400	23200 15300
LAKE	LOWER INCOME VERY LOW INCOME	12950 8100	14800 9250	16650 10400	18500 11550	19650 12450	20800 13400	21950 14300	23150 15250
LINCOLN	LOWER INCOME VERY LOW INCOME	13050 8150	14900 9300	16800 10500	18650 11650	19800 12600	21000 13500	22150 14450	23300 15400
LINN	LOWER INCOME VERY LOW INCOME	14200 8850	16200 10100	18200 11400	20250 12650	21500 13650	22800 14650	24050 15700	25300 16700
MALHEUR	LOWER INCOME VERY LOW INCOME	11400 7550	13000 8650	14600 9700	16250 10800	17250 11650	18300 12550	19300 13400	20300 14250
							103185		081206

LOCAL SURVEY GUIDELINES

Census information is often described as a "snapshot" of a population at a given time. As we move away from that point, the degree to which the "snapshot" adequately represents the current situation declines. For instance, we know that the unemployment rate reported for Oregon in the 1980 Census does not adequately reflect the percent of the labor force unemployed in 1982. Thus, it is often useful to use up-dated information (usually in the form of estimates) rather than the latest Census information when describing the current demographic and socio-economic conditions of an area.

In many instances, federal and state agencies provide up-dated estimates of census-type data for selected areas. Examples of this include total population estimates for state, county and city areas; unemployment rates for states and counties; and various age-group estimates for selected geographic areas. Yet, not all important demographic and socio-economic data are estimated for all areas in need of information. In these instances, it is necessary to 1) use the latest census data, or 2) make one's own estimate.

The most acceptable technique for estimating current characteristics for an area's population is the sample survey. The reason this technique is most preferred is that it produces estimates that are unbiased and it provides the user with some sense of the expected error in the estimates. Thus, the estimates can be evaluated with regard to anticipated accuracy.

There are two aspects in conducting a sample survey that have substantial impact on the quality of the results. These are sample size and sample selection. If the size of the sample is insufficient, then the probable error in the results will negate the usefulness of the estimates. Similarly, if the selection of the sample units is done improperly, the results of the sample will contain bias and thus be invalid.

In addition to sample size and selection one should also exercise care in formulating the questions to be asked. Questions must be unslated and unambiguous so that they solicit the same types of information from all people. If this is not the case, the resultant estimates will be useless. A good strategy to use in designing your questionnaire is to use questions that have been used by others, particularly the U. S. Bureau of the Census. These questions have been thoroughly tested and have been found to work well. In summary, the sample survey will produce accurate estimates, but it does so only if used correctly. Conducting a sample survey requires an effort that has been well planned, organized and executed. Sloppiness in sample survey projects leads to results that are nearly worthless.

If you decide to conduct a sample survey but have questions regarding the manner in which it should be done, you should consult some individual or organization that has experience in this area. Examples of such organizations in Oregon are the Center for Population Research and Census at Portland State University and the Survey Research Center at Oregon State University. Both of these organizations can provide a range of services that will assist local communities in acquiring valid estimates of the current demographic and socio-economic characteristics of their areas.

DOCUMENTATION OF NATIONAL OBJECTIVE

EXPLANATION OF NATIONAL OBJECTIVES

1. Activities benefiting low and moderate income persons.
 - a. A majority of the beneficiaries of the project must be of low or moderate income (as noted in Appendix H),
OR
 - b. A facility, such as a senior center, which is used principally by low and moderate income persons, will be presumed to meet this standard,
OR
 - c. An activity which has income eligibility requirements that limit the benefits of the activity to low and moderate income persons (as noted in Appendix H).
2. Activities which aid in the prevention or elimination of slums or blight.
 - a. Must meet the State's definition of a slum and blighted area (see Appendix A),
AND
 - b. Must be geographically defined with area boundaries,
AND
 - c. There must be a substantial number of deteriorating or dilapidated buildings or improvements throughout the area. (Note: The federal statute does not define "substantial." The applicant must, therefore, document its own analysis of substantial deterioration or dilapidation.)
3. Activities designed to meet community development needs having a particular urgency.
 - a. Existing conditions must pose a serious and immediate threat to the health or welfare of the community which are of recent origin or which recently became urgent (became critical within 18 months preceding the application),
AND
 - b. The recipient is unable to finance the activity on its own and other sources of funding are not available,
AND
 - c. The urgent need must be alleviated.

NOTE: See instructions on the reverse for preparing the required National Objective justification. Federal regulations describing the various ways activities can meet a national objective are provided on subsequent pages.

§ 570.901 Review for compliance with primary objectives.

(a) *General.* The Secretary will review each applicable grantee's performance to determine whether the grantee has complied with the requirements under § 570.200(a)(2).

(b) *Standards.* In determining whether each of the grantee's funded activities meets one of the broad national objectives contained in its certification, the Secretary will consider whether the activity falls within one of the following standards:

(1) *Activities benefiting low and moderate income persons.* The following activities, in the absence of substantial evidence to the contrary, will be considered to benefit low and moderate income persons. In determining whether an activity will actually benefit low and moderate income persons, the net effect of the completed activity shall be considered. Thus, mere location of an activity in a low or moderate income area, while generally a primary consideration, does not conclusively demonstrate that the activity benefits low and moderate income persons. Further, the grantee shall appropriately ensure that activities that meet this standard do not benefit moderate income persons to the exclusion of low income persons.

(i) Any activity, other than residential rehabilitation, which is designed so that at least a majority of the beneficiaries are low and moderate income persons. The following are examples of activities which meet this standard:

(A) An activity, other than residential rehabilitation, which serves an area, delineated by the recipient, where a majority of the residents are low and moderate income persons. Such an area need not be coterminous with census tract boundaries.

(B) Economic development activities designed to create or retain permanent jobs, the majority of which are available or will be available to low and moderate income persons. Jobs are considered to be available to low and moderate income persons based on the nature and extent of the skills, education, and experience required to qualify for the

jobs, training opportunities which would make such jobs available to low and moderate income persons who would not otherwise qualify, advertising and recruiting efforts directed toward low and moderate income persons, and the accessibility of the jobs to areas where substantial numbers of low and moderate income persons reside.

(C) A facility, such as a senior center, which is used principally by low and moderate income persons. A facility that is designed for and used by senior citizens or the handicapped will be presumed to meet this standard.

(D) An activity which has income eligibility requirements that limit the benefits of the activity to low and moderate income persons.

(E) General improvements to a neighborhood business area which serves a primarily residential area with a majority of low and moderate income persons. General improvements include, but are not limited to, street and related improvements, walkways, parking facilities, and facade improvements.

(F) Assistance to a specific business which provides services primarily to residents of an area with a majority of low and moderate income persons.

(ii) A special project directed to removal of material and architectural barriers which restrict the mobility and accessibility of elderly or handicapped persons to publicly owned and privately owned buildings, facilities, and improvements.

(iii) An activity which must be carried out prior to or as an integral part of an activity which will principally benefit low and moderate income persons, where the cost of the assisted activity is not unreasonable in relation to the low and moderate income benefit to be provided. An example is the extension of water and sewer lines to permit construction of lower income housing.

(iv) Rehabilitation of a residential structure occupied by low and moderate income persons. Where such a structure contains more than one dwelling unit, it will be considered to qualify under this standard if, following rehabilitation, the majority of the units are occupied by low and moderate income persons at affordable rents. A grantee shall adopt and make public its criteria for determining "affordable rents" for this purpose.

(v) An eligible activity to reduce the development cost of the new construction of a multifamily, non-elderly housing project where at least 20 percent of the units will be occupied by low and moderate income households; except that, in the case of a project

(i) Cost of administration and planning cited in § 570.205 and § 570.206 will be assumed to benefit low and moderate income persons in the same proportion as the remainder of the grant, and, accordingly, shall be excluded from the calculation;

(ii) Funds expended for repayment of urban renewal temporary loans shall also be excluded.

(g) *Determination of failure of compliance.* If the Secretary determines that an activity does not meet any of the standards identified in paragraph (b) of this section or that an Entitlement

grantee's use of funds, taken as a whole, is plainly inappropriate to furthering the primary objective of the Act, the grantee will be notified and provided a reasonable opportunity to demonstrate to the satisfaction of the Secretary that the activity questioned addresses one of the broad national objectives or that the Entitlement grantee's use of funds has been carried out to further the primary objective of the Act. Failure to so demonstrate will be cause for the Secretary to determine, pursuant to Section 104(d)(1) of the Act, that the grantee has failed to carry out its

activities and its certifications in accordance with the primary objectives of the Act.

* * * *

(Title I, Housing and Community Development Act of 1974, as amended '42 U.S.C. 5301 *et seq.*) and Section 7(d), Department of Housing and Urban Development Act (42 U.S.C. 3535(d))

Dated: September 16, 1983.
Stephen J. Bollinger,
Assistant Secretary for Community Planning and Development.

[FR Doc. 83-25749 Filed 9-22-83; 8:45 am]
BILLING CODE 4210-29-M

Private Industry Council offices

<u>Organization</u>	<u>County(s) Served</u>	<u>Organization</u>	<u>County(s) Served</u>
Eastern Oregon Manpower Consortium Nancy Kerly, Director P.O. Box 2979 La Grande, OR 97850 963-7942	Baker Union Wallowa Malheur Harney	Umpqua Training and Employment, Inc. Norm Gershon, Administrator P.O. Box 279 Roseburg, OR 97470 672-7761	Douglas
East Central Oregon Association of Counties Wilma Hanks, Program Director P.O. Box 1207 Pendleton, OR 97801 276-6732	Umatilla Grant Wheeler Morrow Gilliam	Southern Willamette Private Industry Coun. Laurie Swanson, Director 1140 Willagillespie Road, Suite 44 Eugene, OR 97401 682-3800	Lane
Klamath-Lake Employ. Training Council, Inc. Sheila Crawford, Director 220 Pine Street Klamath Falls, OR 97601 882-5691, ext. 326	Klamath Lake	The Jobs Council Jim Massey, Director 3069 Crater Lake Avenue Medford, OR 97501 776-5106	Jackson Josephine
CDJ Consortium, dba Business Employment Denny Newell, Director P.O. Box 575 Redmond, OR 97756 548-8163	Deschutes Crook Jefferson	Business Employment and Training Assoc. Maggie O'Shea, Director 413 SW Jefferson Corvallis, OR 97330 757-6868	Linn Benton
Mid-Columbia Employment & Training Judith Gidley, Director 502 E. Fifth Street, Annex B The Dalles, OR 97058 298-4107	Wasco Hood River Sherman	RCA Service Company Jim Cashin, Project Director 100 16th Street Astoria, OR 97103 325-1156	Clatsop Tillamook Lincoln Columbia
South Coast Business Employment Corp. J.J. McLeod, Interim Director P.O. Box 1194 Coos Bay, OR 97420 269-2013	Coos Curry	Mid-Willamette Jobs Council Robert E. Bill, Director Oak Hill Mall, Suite 225 1495 Edgewater Street NW Salem, OR 97304 581-2359	Marion Polk Yamhill

APPENDIX K

APPLICATION FORMS

- Standard OCD Application Form for
Public Facilities Grant
Housing and Community Facilities Grant
Imminent Threats Grant
- Technical Assistance Grant Application Form
- Economic Development Grant Application Forms
Pre-application
Final application

Oregon Community Development Program
Standard Application Form Instructions

COVER PAGE

At the top of the cover page, be sure to check the grant category being applied for. There are three categories that use the standard application forms: Housing and Community Facilities, Public Works, and Imminent Threat.

Section 1:

List the name and address of the applicant and the applicant's contact person. List the name and address of the person who will administer the grant if different from the contact person.

Section 2 and 3:

Self explanatory.

Section 4:

Be sure the application is signed by the appropriate elected official(s). The mayor must sign for cities. A majority of the county commission must sign for counties. Applications signed by city managers, county department heads or directors of subrecipient agencies will not be accepted.

PART I GENERAL INFORMATION

A. General

Questions 1 through 5 are self explanatory. Question 6 applies to any project that involves construction of public facilities or community facilities. Grant recipients need to develop specific plans for the maintenance of these facilities.

B. Community Development Plan

Question 1 is self explanatory. In question 2, be sure to maintain consistency with short range plans submitted in prior years applications or explain why changes to activities were made.

PART II PROJECT NARRATIVE

1. Problem Need Statement (150 points)

Provide a detailed description of the specific community development problem you face. Describe the extent and severity of the problem. Points will be awarded based on the nature of the problem and the impact of the problem on the community. For more guidance, see the selection criteria in Section VI. Some examples of the kind of information IRD needs to effectively evaluate an application follow. Not all of these examples are necessary or suitable for inclusion in every application.

Community Facilities

- Facility design (Preliminary/Final)
- Operation and maintenance agreements
- Program commitments from affiliated groups
- Financial package
- Past efforts to finance the project
- Consistency with local land use requirements

Public Facilities

- Project design
- Financial package
- Operation and maintenance program
- Effective resolution of the problem
- Past efforts to finance the project

3. Work Program

Provide a detailed description of the roles and responsibilities of team members and timelines for key milestones on the project. Team members may be referred to in generic terms, such as "engineer" or "project director" as necessary. The work program will be evaluated as part of the solution statement.

PART III BENEFIT TO LOW AND MODERATE INCOME PERSONS

The six questions are self explanatory. Points for benefit to low and moderate income persons and the cost per person benefitted will be assigned based on the information provided in this section.

For housing rehabilitation projects, no points will be assigned for the cost per person benefitted. Instead, points will be assigned for the number of dwelling units in the project area built before 1950. Housing rehabilitation applicants should be sure to include this information in their application.

PART IV BUDGET

See budget page instructions on the back of the budget form.

PART I GENERAL INFORMATION

A. GENERAL

1. Attach map of the project area. The project area is the area benefitted by the project. Is the project in your jurisdiction? _____ If no, explain below.
2. Do you have verification of a threat to public health or safety from an independent source? _____ () Yes, () No, () Not Applicable. If yes, attach copy of letter(s). Independent sources include local, state and federal agencies that license or enforce standards governing the particular facility, program or problem.
3. Check the national objective this project addresses. Attach a detailed description of how the project meets the objective (see Applicant's Handbook, Appendix J for guidelines to use in preparing your description).

If claiming principal benefit to low and moderate income persons on projects with areawide benefit, be sure to attach a copy of the source used to determine the income characteristics of the area, e.g, local survey including methodology and results.

National Objective:

- _____ Benefit low and moderate income persons (over 51% benefit to low and moderate income persons)
- _____ Aid in prevention or elimination of slums and blight (Also see Appendix A)
- _____ Will meet needs having a particular urgency

4. Are you aware of any environmental concerns with this project such as historic designations, location of project in a flood plain, etc.? () Yes. () No. If yes, explain.

2. SHORT RANGE COMMUNITY DEVELOPMENT PLAN

List at least three projects or activities which your jurisdiction intends to undertake, as funds are available, to address community development needs, including the needs of low and moderate income persons. If your jurisdiction has submitted a grant proposal to IRD in the past 3 years, and the list below is different from those submitted in earlier applications, please explain, briefly why and when changes were made (e.g., some items may have been funded locally, an OCD grant may have been awarded to take care of an item, or an unexpected, health-threatening problem has arisen recently which takes precedence over earlier community development needs).

Please indicate the estimated percent of benefit to low and moderate income persons for each project or need listed and the source of the estimate.

<u>PROJECT/NEED</u>	<u>Percent of benefit to low and moderate income persons, if any</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Explanation of changes:

Source(s) of information for low-moderate income benefits.

2. Solution Statement - Describe the proposed accomplishments you would make with grant funds addressing each of the headings. Attach additional sheets if necessary.

A. Project Design
and Impact

B. Readiness
to Proceed

C. Financial
Package

D. Impact of Decision
Not to Fund the Project

PART III

INFORMATION ON BENEFITS TO LOW AND MODERATE INCOME PERSONS

Federal law requires that detailed information on the benefits to low and moderate income people accompany each project application. The information on this page must coincide with the other data you have provided in this application. The sources used must be statistically reliable. Contact IRD if you need assistance responding to the items below.

1. Total number of people in the project area: _____
2. Total number of people directly benefitted by this grant: _____
3. Number of low & moderate income people directly benefitted by this grant: _____
(See Appendix H - Use "lower income" figure for definition)
4. Total number of people indirectly benefitted by this grant: _____
5. Number of low and moderate income people indirectly benefitted by this grant (see Appendix H): _____

Questions 6 and 7 for Housing Rehabilitation projects only

6. Number of dwelling units in the project area _____
7. Number of dwelling units built before 1960 in the project area _____
8. All Applicants-Document data sources and methodology (i.e., U.S. Census Bureau, local survey). Attach information as needed, including a copy of local survey methodology and results.

PART IV
OREGON COMMUNITY DEVELOPMENT GRANT APPLICATION
Budget

Applicant		Project Title				
Activities	OOD GRANT	Other Sources and Amounts				TOTAL
1. Property Acquisition, Disposition, Clearance	\$	\$	\$	\$	\$	\$
2. Senior Center/Community Facility *						
3. Water, Sewer, Flood and Storm Drainage Facilities						
a. water improvements *						
b. sewer improvements *						
c. flood/storm drainage facilities *						
4. Streets						
5. Other Public Facilities(solid waste, street lights, etc.)*						
6. Public Services (housing counseling, etc.)						
7. Interim Assistance/Code Enforcement						
8. Relocation Assistance						
9. Housing Rehabilitation *						
a. owner occupied rehabilitation						
b. renter occupied rehabilitation						
c. Program Management						
10. Public Housing Modernization/Removal of Arch. Barriers						
11. Planning Only						
12. Grant Administration/Audit						
a. personal services/indirect charges						
b. rent, utilities, operating expenses						
c. capital outlay, equipment, furnishings						
d. contractual services (COG, legal, etc.)						
e. audit						
13. Assistance to For-Profit Entities (Bus. Development-Jobs)						
14. Cont. Services - Capital Projects*(#'s 2,3,4,5,9,10,13)						
15. Other (specify)						
Total	\$	\$	\$	\$	\$	\$

*Attach a supplemental budget page further detailing the cost of these projects (i.e., water lines, storage tank, chlorin. unit, intake, etc. Technical Assistance (TA) requests should be entered in the line of the substantive category most applicable to the project (lines 2, 3a, 3b, 3c, 4, 5, 6, 7, 8, 9a, 9b or 10). Funds for administration of a TA project should be entered in the appropriate subcategories under line 12. Grant administration requests should be entered on line 12 in the appropriate subheading. Economic development projects should be entered on line 13, Assistance to For Profit Entities.

Oregon Community Development Program
Technical Assistance Form Instructions

COVER PAGE

Section 1:

List the name and address of the applicant and applicant's contact person. List name and address of person who will administer the grant if different from the contact person. List amount of grant request and other funds that will be spent on the project.

Section 2:

Provide a name for the project and a one sentence description of the project.

Section 3

Provide a name for the project area. The project area is the area affected or benefitted by the project. For example, if your project is to study ways to upgrade a city's water system, the project area is the city. If your project is to extend sewer to an unincorporated subdivision on the fringe of a city, the project area is the subdivision. Also provide the population of the project area and describe how the population was calculated, e.g., census, Portland State University population estimate, local survey.

Section 4:

Be sure the application is signed by the appropriate elected official(s). The mayor must sign for cities. A majority of the county commission must sign for counties. Applications signed by city managers, county department heads or directors of subrecipient agencies will not be accepted.

PART I THRESHOLD CRITERIA

A. General

Questions are self explanatory. Before answering question 6, be sure to read Appendix J of the Applicant's Handbook.

B. Community Development Plan

Questions are self explanatory. In question 2, be sure to maintain consistency with short range plans submitted in prior year's applications or explain why changes to activities were made.

PART II PROJECT INFORMATION

A. Use this space to describe the nature of the problem. Be as specific as possible when describing the problem, e.g., number of days in violation of federal drinking water standards, percent of septic systems failing, percent of downtown stores that are vacant. 20 points

OREGON COMMUNITY DEVELOPMENT GRANT APPLICATION
INTERGOVERNMENTAL RELATIONS DIVISION

TECHNICAL ASSISTANCE
APPLICATION

1. Applicant: _____
Address: _____
OCD Grant Request _____
Other Funds _____
Total _____

Contact Person: _____
Address: _____

Telephone: _____

Person Responsible for Grant Administration: _____
Address: _____
Telephone: _____

2. Project Title and One Sentence Description. _____

3. Project Area _____
(Name) (Population)

Document data source for population estimate and methodology used to obtain the estimate.

4. CERTIFICATION OF HIGHEST ELECTED OFFICIAL

I certify that, to the best of my knowledge: (1) all information contained in this application is valid and accurate; (2) the submission of this application has been authorized by the governing body of the city/county; and (3) if funding is received, we will comply with all applicable federal and State requirements as described in the Oregon Community Development Program 1987 Applicant's Handbook.

Signature: _____

Title: _____

Name: _____

Date: _____

Signature: _____

Title: _____

Name: _____

Date: _____

OCD TA Application - Page 1

OREGON COMMUNITY DEVELOPMENT GRANT APPLICATION
TECHNICAL ASSISTANCE

Applicant: _____

7. Date the required public hearing was held: _____. Attach notice of hearing and minutes of meeting. (See Appendix E) Also if any adverse comments were raised regarding this project, explain them and your response to them. (See Appendix E)

8. COMMUNITY DEVELOPMENT PLAN

1. LONG RANGE COMMUNITY DEVELOPMENT PLAN

- a. IRD will accept the local comprehensive plan that is acknowledged by the Land Conservation and Development Commission as the long range community development plan. Is your plan still acknowledged by the Commission? () Yes. () No. If no, attach an explanation.
- b. Have there been any amendments to the plan since it was acknowledged? () Yes. () No.
- c. Do the amendments apply to community development needs? () Yes. () No. If yes, explain.
- d. Is the project consistent with the local comprehensive plan and state agency plans? () Yes. () No. If no, explain. The explanation must include any plan amendments or zone changes which still must take place before the project can proceed, and the timing expected for those decisions.

OREGON COMMUNITY DEVELOPMENT GRANT APPLICATION
TECHNICAL ASSISTANCE

Applicant: _____

PART II PROJECT INFORMATION

- A. What is the intent of this project? What is the community development problem it will address?
- B. What is the proposed work plan for this grant? What activities would you perform?

OREGON COMMUNITY DEVELOPMENT GRANT APPLICATION
TECHNICAL ASSISTANCE

Applicant: _____

- E. If awarded this grant, will you perform the work by using existing staff, hiring additional staff or hiring a consultant?

- F. Please provide any other information that demonstrates your need for this grant?

PART III
OREGON COMMUNITY DEVELOPMENT GRANT APPLICATION
Budget

Applicant		Project Title						
Activities	OOD GRANT							TOTAL
1. Property Acquisition, Disposition, Clearance	\$							\$
2. Senior Center/Community Facility *								
3. Water, Sewer, Flood and Storm Drainage Facilities								
a. water improvements *								
b. sewer improvements *								
c. flood/storm drainage facilities *								
4. Streets								
5. Other Public Facilities(solid waste, street lights, etc.)*								
6. Public Services (housing counseling, etc.)								
7. Interim Assistance/Code Enforcement								
8. Relocation Assistance								
9. Housing Rehabilitation *								
a. owner occupied rehabilitation								
b. renter occupied rehabilitation								
c. Program Management								
10. Public Housing Modernization/Removal of Arch. Barriers								
11. Planning Only								
12. Grant Administration/Audit								
a. personal services/indirect charges								
b. rent, utilities, operating expenses								
c. capital outlay, equipment, furnishings								
d. contractual services (COG, legal, etc.)								
e. audit								
13. Assistance to For-Profit Entities (Bus. Development-Jobs)								
14. Cont. Services - Capital Projects*(#'s 2,3,4,5,9,10,13)								
15. Other (specify)								
Total	\$							\$

*Attach a supplemental budget page further detailing the cost of these projects (i.e., water lines, storage tank, chlorin. unit, intake, etc. Technical Assistance (TA) requests should be entered in the line of the substantive category most applicable to the project (lines 2, 3a, 3b, 3c, 4, 5, 6, 7, 8, 9a, 9b or 10). Funds for administration of a TA project should be entered in the appropriate subcategories under line 12. Grant administration requests should be entered on line 12 in the appropriate subheading. Economic development projects should be entered on line 13, Assistance to For Profit Entities.

Oregon Community Development Program
Economic Development Form Instructions

PRE-APPLICATION FORM

Section 1:

List the name and address of the applicant and applicant's contact person. List the name and address of the person who will administer the grant if different from the contact person.

Section 2:

Self explanatory. If more than one business is involved, attach a separate sheet for each business and provide the information requested in Sections 2 - 12 for each business.

Section 3

This section provides a snapshot of the project cost and employment impact. To derive the leverage ratio, divide the OCD funds requested into the private funds pledged. At a minimum, there must be a 2:1 ratio of private funds to OCD funds. To calculate the minimum jobs required, divide the OCD funds requested by 12,000.

Jobs anticipated is the business's best estimate of the actual number of jobs the project will generate. To calculate the number of jobs benefitting low and moderate income persons, contact IRD to obtain the low income threshold for your county. At least 51 percent of the jobs must be available to or filled by low income persons. To determine the cost per job, divide the number of jobs anticipated into the OCD funds requested.

Section 4 and 5:

Self explanatory.

Section 6

List the source and use for all funds involved in the project including all public funds. Be sure to indicate the rate and term for all sources of funds.

Section 7

Summarize the use of funds according to the three categories shown. Call IRD if you have questions regarding this matrix.

Section 8

Identify the collateral that the business will pledge to secure the loan. If OCD funds will be subordinated to other lenders, indicate to whom and whether there are agreements with the other parties to honor the positions of subordinated lenders.

PLEASE SUBMIT ONE ORIGINAL AND THREE COPIES

ECONOMIC DEVELOPMENT
PRE-APPLICATION

OREGON COMMUNITY DEVELOPMENT GRANT APPLICATION
INTERGOVERNMENTAL RELATIONS DIVISION
155 COTTAGE STREET, NE
SALEM, OR 97310 - Telephone 378-3732

-
1. Applicant: _____ Person Responsible for Grant Administration
Address: _____ Name: _____
Contact Person: _____ Address: _____
Address: _____
Telephone _____ Telephone: _____
-
2. Business Name: _____ Project Starting Date _____
Business Address: _____
Contact Person: _____ Project Ending Date _____
Telephone: _____
-
3. Project Highlights:
- | | |
|---------------------------------|------------------------------|
| OCD Funds Requested: \$ _____ | Minimum Jobs Required: _____ |
| Private Funds Pledged: \$ _____ | Jobs Anticipated: _____ |
| Other Funds: \$ _____ | Jobs Benefitting Low _____ |
| Total Project Cost: \$ _____ | Income Persons: _____ |
| Leverage (OCD: Private) _____ | Cost Per Job: \$ _____ |
| Ratio: _____ | |
-
4. Project Description/Proposed Accomplishments:
In a few sentences, provide a general project description, an explanation of how OCD funds will be used, and how program income (loan proceeds) will be managed.
-
5. Business Description: ATTACH CURRENT FINANCIAL STATEMENT AND/OR PROFIT OR LOSS FOR THIS BUSINESS Attach a brief description of the business (i.e., Product/Services; age of business; number of employees, etc.) Also indicate whether the business has applied for or received any other public financing, and if so describe.

Final Application Instructions

PART I GENERAL INFORMATION

Section 1 and 2

Same as for pre-application. Note any changes.

Section 3

Provide the name of the bank(s) or financier(s) for the project.

Section 4

Same as for pre-application. Note any changes.

Section 5

Provide a detailed description of the project including the specific use for OCD funds and other funds, project timelines, job impact, use and management of loan proceeds including management fees, etc. If the applicant plans to use OCD funds to pay special assessments, private service lines, or hook-up fees as part of the project, call your IRD project manager.

Section 6 and 7

Same as pre-application. Note any changes.

PART II BUSINESS INFORMATION

Self explanatory. Call IRD if you have any questions.

PART III PROGRAM REQUIREMENTS

A. Economic Development Project

In question 1, the applicant must demonstrate that the OCD funds are fully secured by the collateral offered. In question 2, the applicant must provide a detailed description of the jobs being created and describe how income, race, sex, ethnic origin, and other information will be gathered on job applicants and recipients to demonstrate compliance with federal civil rights and program benefit requirements.

B. Community Development Plan

Self explanatory. This is a federal requirement. Call IRD if you have any questions.

C. Need for OCD Assistance

Self explanatory. This is a federal threshold requirement.

PART IV BUDGET

See budget instructions on the back of the budget form.

PLEASE SUBMIT ONE ORIGINAL AND THREE COPIES

ECONOMIC DEVELOPMENT
FINAL APPLICATION
Date Received by IRD _____

STATE OF OREGON
INTERGOVERNMENTAL RELATIONS DIVISION (IRD)
COMMUNITY DEVELOPMENT GRANT APPLICATION

TO BE COMPLETED ONLY UPON NOTICE BY IRD THAT FINAL APPLICATION WILL BE ACCEPTED.

PART I GENERAL INFORMATION

Note any changes made since Pre-Application.

1. Applicant: _____ Person Responsible for Grant Administration

Address: _____

Name: _____

Address: _____

Contact Person: _____

Address: _____

Telephone _____

Telephone: _____

2. Business Name: _____
Business Address: _____

Contact Person: _____

Telephone: _____

3. Bank(s) of Account: _____
Address: _____

Contact Person: _____

Telephone: _____

4. Project Highlights:

Grant Funds Requested: \$ _____

Private Funds Pledged: \$ _____

Other Funds: \$ _____

Total Project Cost: \$ _____

Leverage Ratio: _____

Minimum Jobs Required: _____
(1:\$12,000 OCD)

Jobs Anticipated: _____

Jobs Benefitting Low _____

Income Persons: _____

Cost Per Job: \$ _____

(OCD Funds/Jobs) _____

6. Private and Other Public Fund Investment Information: (INCLUDE COMMITMENT LETTERS)

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Term & Rate</u>
<u>OCD Funds</u>			

7. Use of Funds:

	<u>OCD</u>	<u>Leveraged Private Investment</u>	<u>Other Public Funds</u>	<u>Total</u>
Land-Acquisition, Disposition, Clearance				
Building				
Machinery and Equipment				
Furnishings				
Landscaping, Parking				
Infrastructure				
Engineering, Architectural				
Administration				
Other				
Total Project	\$	\$	\$	\$

- D. Description of all outstanding debts, including creditor, original date and amount, present balance, rate, monthly payment, maturity date, collateral, and status. Identification of all existing notes, mortgages, and line of credit should be included.
- E. Aging of accounts receivable, accounts payable, and taxes payable, if required.
- F. List of customers who account for more than 20% of sales revenue; indicate percentage of sales.
- G. Projected balance sheet and income statement projections for the next two years. If the project is a startup, provide a monthly cash flow projection for two years.
- H. Description, if any: Lease commitments, related party transactions, or other significant accounting policies.
- I. Explanation of why OCD funds are needed.
5. Discuss any current or pending litigation regarding the company.
6. Project Data: (List only those items requiring OCD funds)

A. Construction/Acquisition:

Project

Address: _____

Land Area (acres): _____

Bldg. area (Sq. Ft.): _____

Zoning: _____

Date Plans completed (preliminary/final): _____

Project description: _____

Person or legal entity currently holding title: _____

B. Machinery and Equipment:

Describe equipment to be acquired: _____

C. Related project costs (Describe use of proceeds).

PART III PROGRAM REQUIREMENTS

A. ECONOMIC DEVELOPMENT PROJECT

1. Collateral

Provide a complete list of the collateral offered with description of current liens, titles, etc. and position available to the applicant.

2. Employment

Provide a detailed list of number and type of jobs to be created as a result of this project. Explain how primary benefit will be provided to low and moderate income people. Discuss your use of the local Private Industry Council (PIC), name of contact person, etc. If you are not using a PIC, please explain why.

B. COMMUNITY DEVELOPMENT PLAN

1. Long Range Community Development Plan

- a. IRD will accept the local comprehensive plan that is acknowledged by the Land Conservation and Development Commission as the long range community development plan. Is your plan still acknowledged by the Commission?
() Yes. () No. If no, attach an explanation.
- b. Have there been any amendments to the plan since it was acknowledged? () Yes. () No.
- c. Do the amendments apply to community development needs?
() Yes. () No. If yes, explain.
- d. Is the project consistent with the local comprehensive plan and state agency plans? () Yes. () No. If no, explain. The explanation must include any plan amendments or zone changes which still must take place before the project can proceed, and the timing expected for those decisions.

C. NEED FOR OCD ASSISTANCE

Explain why this project needs community development assistance. The applicant must demonstrate that the project would not be feasible without public assistance. IRD must be able to make a finding that the use of OCD funds on the project is "necessary and appropriate" in order to implement the applicants economic development strategy (See 24 CFR 570.203).

PART IV
OREGON COMMUNITY DEVELOPMENT GRANT APPLICATION
Budget

Applicant		Project Title				
Activities		Other Sources and Amounts				
		OOD GRANT				TOTAL
1. Property Acquisition, Disposition, Clearance		\$	\$			\$
2. Senior Center/Community Facility *						
3. Water, Sewer, Flood and Storm Drainage Facilities						
a. water improvements *						
b. sewer improvements *						
c. flood/storm drainage facilities *						
4. Streets						
5. Other Public Facilities(solid waste, street lights, etc.)*						
6. Public Services (housing counseling, etc.)						
7. Interim Assistance/Code Enforcement						
8. Relocation Assistance						
9. Housing Rehabilitation *						
a. owner occupied rehabilitation						
b. renter occupied rehabilitation						
c. Program Management						
10. Public Housing Modernization/Removal of Arch. Barriers						
11. Planning Only						
12. Grant Administration/Audit						
a. personal services/indirect charges						
b. rent, utilities, operating expenses						
c. capital outlay, equipment, furnishings						
d. contractual services (COG, legal, etc.)						
e. audit						
13. Assistance to For-Profit Entities (Bus. Development-Jobs)						
14. Cont. Services - Capital Projects*(#'s 2,3,4,5,9,10,13)						
15. Other (specify)						
Total		\$	\$	\$	\$	\$

*Attach a supplemental budget page further detailing the cost of these projects (i.e., water lines, storage tank, chlorin. unit, intake, etc. Technical Assistance (TA) requests should be entered in the line of the substantive category most applicable to the project (lines 2, 3a, 3b, 3c, 4, 5, 6, 7, 8, 9a, 9b or 10). Funds for administration of a TA project should be entered in the appropriate subcategories under line 12. Grant administration requests should be entered on line 12 in the appropriate subheading. Economic development projects should be entered on line 13, Assistance to For Profit Entities.

PART V

1. Attachments (if applicable):

- A. List of professional services and fees
- B. Site Plan, Plot Plan and/or Drawings of Project
- C. Appraisal
- D. Financial Agreement/Lease Agreements
- E. Resumes of principal stockholders and officers
- F. List of any affiliates and a current financial statement for each
- G. Private commitment letters
- H. Copy of bids or cost estimates by contractor
- I. Schedule for construction start and completion
- J. Copy of third party grant and/or Program administration agreement(s)
(architectural, engineering, legal, accounting, permits, etc.)
- K. Copy of draft ordinance/resolution for managing program income
(e.g. revolving loan fund ordinance)
- L. Notice and minutes of public hearing

